

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

PROJECT COMMUNICATION AND VISIBILITY ASSISTANT

Position:	Local consultant: Project communication and visibility assistant		
Hiring Office:	United Nations Population Fund (UNFPA) Namibia Country office		
Number of position and	One position,		
level	G5 level		
Background:	UNFPA, the United Nations Population Fund is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. In Namibia, UNFPA support to the Government is articulated in the current 6th Country Programme (CP), 2019-2023 extended to 2024 as aligned to the United Nations Partnership Framework, the Harambee Prosperity Plan, the Fifth National Development Plan 5.		
	UNFPA Namibia country Office is implementing a project:" <i>Leaving No One Behind (LNOB)</i> - <i>Building back better from COVID-19: Restoring dignity and reshaping the future for women,</i> <i>girls, men and boys while mitigating Gender Based Violence (GBV) and negative Sexual and</i> <i>Reproductive Health (SRH) outcomes</i> ", supported by the Japanese Supplementary Budget. The project is being implemented primarily in Ohangwena, Omusati, Kunene, Zambezi, Khomas, Otjozondjupa, Erongo regions and in collaboration with Japanese International Cooperation Agency (JICA), Line Ministries and CSOs. Through the Japanese Supplementary budget UNFPA focusses on GBV prevention and response, livelihood support and provision of life- saving SRH services in the context of transitioning from COVID-19 and global inflation particularly for various vulnerable groups.		
Purpose of consultancy	The consultancy for Project Communication and Visibility Assistant aims to facilitate effective and timely communication and visibility particularly for the implementation of the Japaness Supplementary Budget funded interventions. The consultant is expected to work closely in a integrated manner with the other programme, communication and operations staff in UNFPA Namibia, Regional Office, HQ and other UN agencies implementing the project as well a colleagues from the Japanese International Cooperation Agency (JICA). This is in support of the project titled: Leaving No One Behind - Building back better from COVID-19: Restorin dignity and reshaping the future for women, girls, men and boys while mitigating Gender Base Violence (GBV) and negative Sexual and Reproductive Health (SRH) outcomes.		
Scope of work	The Project Communication and Visibility Assistant will be responsible for project communication and visibility in line with UNFPA and Japanese Embassy's visibility procedures and specifically:		
(Description of services, activities, or outputs)	 Work with supervisor to formulate the project communication and visibility work plan Support the implementation of deliverables in line with communication and visibility work plan ensuring ethical standards and procedures are met; Provide support in organizing events related to corporate communications plan and project. Support innovative ideas and expertise in the field of communication/visibility and contribute to a transparent culture in communicating successes and challenges; Assist in conducting of relevant communication research and brainstorm opportunities related to project communications and branding. Assist with writing, editing, and uploading text and multimedia content (e.g. Press releases, human interest stories, publications, feature articles, interviews to online communication platforms including CO website, myUNFPA and Voices and the One Voice toolkit and mobile app. Assist with Social Media strategies and plans for upcoming events and other social media 		

Duration and working schedule: Place where services are to be delivered:	 contents. Support the documentation of tested innovative interventions and processes at the CO Participate in meetings and assist with conducting staff interviews for the production of internal-facing news articles. Prepare communication reports on project Perform other delegated duties as and when required. Expected to work for the period of 08 months - May 2023 – December 2023 Full Time with a total of 8 hours per day commencing from 08h00 – 17h00 for 5 working days UNFPA, Namibia Office, with frequent travel to project regions and sites 			
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.)	May 2023 – December 2023			
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Project Communication and Visibility Assistant expected to provide monthly accomplishment report to the supervisor in a periodic format to be provided			
Supervisory arrangements:	 Project Communication and Visibility Assistant will be under the direct supervision of the Gender specialist and Communication Analyst with oversight support of the Assistant Representative and overall supervision of the UNFPA Representative, Namibia CO She/he is expected to work closely with the other programme and operation teams in UNFPA Namibia Country Office, other project staff, partners and stakeholders 			
Required qualifications, expertise, and competencies	 The incumbent must meet the following minimum criteria: Education: Bachelor degree in public relations, communications, Journalism, Information or Media Studies human, social, or political sciences, international development or related field Knowledge and Experience: At least 3 years of professional experience in the field of communications, branding and visibility or similar roles Awareness and demonstrable knowledge of GBV and SRH Demonstrate an ability to multitask and work with minimal supervision Ability to organize effectively, work under pressure with attention to details, precision and accuracy. Proficiency in current office software applications including photo and video-editing software e.g. Photoshop, InDesign Experience in web design and content production Languages: Fluency in English (oral and written). Ability to communicate in Namibia local languages an advantage 			
	Values: • Exemplifying integrity, • Demonstrating commitment to UNFPA and the UN system, • Providing communication support • Embracing cultural diversity, • Managing data • Embracing change • Managing information and workflow • Planning, organising and multitasking			

 Being accountable, Developing and applying professional expertise/business acumen, Thinking analytically and strategically, Working in teams/managing ourselves and our relationships, Communicating for impact Engaging in internal/external partners and stakeholders, Leading, developing and empowering people, creating a culture of performance Making decisions and exercising judgment 	 Developing and applying professional expertise/business acumen, Thinking analytically and strategically, Working in teams/managing ourselves and our relationships, 	 partners and stakeholders, Leading, developing and empowering people, creating a culture of performance Making decisions and exercising 	
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